

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

**HQ O 344.1A**

Approved: 11-2-01

**This directive was reviewed and certified as current and necessary by Bruce M. Carnes, Director, Office of Management, Budget and Evaluation/Chief Financial Officer, 9-18-02.**

**SUBJECT: PARKING**

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1. OBJECTIVE. To define policies and procedures governing the assignment, use, and management of parking spaces controlled by the Department of Energy (DOE)/National Nuclear Security Agency (NNSA) in the Forrestal Facility.
2. CANCELLATION. This Order cancels HQ O 344.1, *Parking*, dated 3-5-97.
3. APPLICABILITY. This Order applies to DOE Federal employees, including National Nuclear Security Administration (NNSA) Federal employees, parking at DOE Headquarters in the Forrestal Building.
4. REQUIREMENTS.
  - a. General. It is the policy of DOE that its parking facility be operated in a manner responsive to the needs of the Department, and for the maximum benefit of its employees. The following rules apply:
    - (1) all Forrestal parking facilities controlled by DOE must be centrally managed by the Office of Management, Budget and Evaluation, Office of Administration;
    - (2) assignment of parking spaces in the DOE Forrestal parking facility must comply with national energy conservation policies, General Services Administration (GSA) parking policies [41 Code of Federal Regulations (CFR) 101-20.104], and this Order;
    - (3) the use of public transportation and ride-sharing is promoted and encouraged to meet energy conservation objectives promulgated by relevant statutes, regulations, and Executive orders;
    - (4) parking fees must be assessed to recover the cost of operating a parking facility by a contractor;
    - (5) parking permits are not transferable; and
    - (6) contractor personnel working in the Forrestal complex may not park in the garage but may be members of vanpools and carpools that park there.

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**DISTRIBUTION:**  
All Headquarters Elements

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**INITIATED BY:**  
Office of Administration

- b. Parking Committee. The Parking Committee approves or disapproves requests for parking spaces and considers employee appeals. The committee consists of two permanent members: one from Management, Budget and Evaluation (head of parking) and the other, the Forrestral Chapter/National Treasury Employees Union President or designee. If these two members cannot resolve an issue, a third individual, acceptable to both management and the union, will be designated to review and decide the issue.
- c. Allocation and Assignment.
  - (1) Parking spaces at Forrestral must be assigned for official needs according to the following priority:
    - (a) Government-owned vehicles specifically designed and used for criminal investigation, firefighting, and other emergency functions;
    - (b) other Government-owned and -leased vehicles, including motor pool vehicles and vehicles assigned for general use; and
    - (c) service vehicles and Government vehicles being used by employees and visitors.
  - (2) Parking spaces not required for Government vehicles or official needs must be assigned to DOE Federal employees in the following priority:
    - (a) employees with disabilities;
    - (b) executive officials;
    - (c) vanpools;
    - (d) carpools;
    - (e) employees with unusual working hours;
    - (f) shift workers; and
    - (g) two-wheeled vehicles (subject to the availability of satisfactory and secure space and facilities, DOE will provide parking for bicycles, motorcycles, and other two-wheeled vehicles, if practical).
  - (3) If space is insufficient, priority for assignment of vanpool and carpool parking permits will be based on the number of regular DOE members (Federal and contractor) in vanpools and carpools (i.e., six members receive highest priority, followed by five members, four members, three members, and two members, respectively).

- (4) When parking space is insufficient to meet the needs of vanpool/carpool applicants, parking spaces will be reassigned according to the following priority:

- (a) vanpools/carpools with the most DOE regular members (Federal and contractor); and
- (b) vanpools/carpools with most regular members (including personnel from other agencies).

d. Parking Permit Applicants.

- (1) General. Applicants for parking permits must submit two forms—the “Parking Permit Application,” DOE F 1400.12, and the “Parking Authorization,” HQ F 1400.22—to the Parking Management Office by the 15<sup>th</sup> day of the month for review and approval or disapproval. When the 15<sup>th</sup> falls on a weekend or holiday, the application must be submitted the preceding workday. Applications received by the 15<sup>th</sup> will be considered for issuance of parking permits for the following month.
- (2) Disabled Employees. Parking permit applications from disabled Government employees must be accompanied by a certification from the DOE Headquarters medical unit, justifying priority consideration. Prior to granting such a certification, the medical unit must receive a statement from the employee’s physician that attests to the disability. Such certification will be based on a medical determination by the agency medical officer, who will provide advice and counsel on medical matters.
- (3) Unusual Hours. An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee and the administrative officer confirming and justifying the employee’s unusual work hours, listing the unusual hours that are to be worked (e.g., 8:30 a.m. to 7:30 p.m.), and stating that these hours will be worked 50 to 75 percent of the time. Administrative officers should reevaluate the justification for existing unusual hour permits within their organizations before submitting requests for any additional unusual hour permits. Approval or disapproval of these requests will be based on available space allocated to this category. If additional parking spaces are unavailable, the Parking Committee must determine who will be assigned the unusual hour permits within that organization. Alternative work schedule (AWS) hours are not considered unusual hours.
- (4) Employee Responsibilities.
  - (a) The employee to whom the parking permit is issued (i.e., the principal member in a carpool or vanpool) must ensure that all information on the parking permit application is accurate and current.

- (b) Employees must submit a new application to the Parking Management Office within 15 calendar days to register any change in unusual hours or carpool membership. Permits may be canceled if employees fail to resubmit their applications.

e. Operating Procedures.

(1) Parking Permit Issuance.

- (a) Parking permits are issued during **the last 4 working days of each month and the first three working days of the new month** and may be obtained in the Forrestal garage at the attendant's booth near the 12th Street entrance. Issuance hours and dates will be posted in visible areas of the building and garage, and at the garage entrances to the building.
- (b) Employees eligible for parking permits must have proper Government identification and present a properly validated HQ F 1400.22, "Parking Authorization."
- (c) Parking permit holders who are on official travel or leave, or who are absent for any reason during the issuance period, will be granted a 1-day grace period upon their return.
- (d) Parking permits, where applicable, will be issued to the authorized vanpool/carpool principal and single vehicle drivers and are valid until revoked, terminated, voluntarily surrendered by the holder, or forfeited for failure to pay established fees or failure to pick up a permit for 2 consecutive months.
- (e) When a valid parking permit is suspected to be lost or stolen, the holder must report the circumstances to the Parking Management Office. Failure to comply with this requirement may result in suspension or termination of parking privileges.

(2) Parking Permit Verification.

- (a) Prior to the issuance of an initial vanpool/carpool permit, the principal member must provide an application form with the signature of each carpool/vanpool member verifying membership.
- (b) Once each year during the anniversary month of the issuance of the parking permit or upon the request by the Parking Committee, the principal member of each vanpool/carpool must recertify carpool membership for each member within 10 days of the request for the update. Failure to comply with this requirement will result in suspension or termination of parking privileges.

- (c) Under guidance of the Parking Management Office, the parking contractor will check carpool/vanpool vehicles entering and exiting the Forrestal parking facility to ensure compliance with parking regulations. The results of these checks will be given to the Parking Committee for evaluation and any action the Committee deems appropriate.
- (3) Parking/Traffic Operating Procedures.
- (a) DOE employees issued parking permits must park their vehicles in accordance with the procedures established in this Order and those instructions that may be given by the parking attendant. Employees will comply with all posted directional signs and observe safety and traffic regulations while operating a vehicle at the parking facility. Moreover, it is expected that drivers will be courteous to other drivers, pedestrians, and attendants. The Parking Committee may suspend for 1 month the permits of individuals who fail to follow directions provided by the parking attendants.
  - (b) Parking permits must be displayed on the driver's side dashboard. The parking permit must be fully and clearly visible and include the names and current office telephone numbers (not the voice mail number) of the vanpool/carpool members who drive.
  - (c) Employees must show their parking permits to the parking attendant or security personnel when entering the parking garage. Vehicles not displaying the current monthly parking permit will not be admitted to the garage without approval by the Parking Management Office.
  - (d) Vehicles that do not display a valid monthly parking permit are subject to an irrevocable parking ticket issued by the Federal Protective Service and/or a notice of violation issued by the Parking Management Office.
  - (e) Stacked parking will prevail in all lanes, except those spaces specifically designated otherwise. Vehicles must be parked in the last space available in the lane. Vehicles must be backed into their respective lanes to expedite egress.
  - (f) **At the end of the workday, all vehicles must be moved within 15 minutes of the posted departure time for the lane (i.e., if the posted departure time is 5:00 p.m., the vehicle must be moved no later than 5:15 p.m.).** Every effort should be made to vacate the lane within the 15-minute grace period. Employees who fail to move their vehicles within 15 minutes of the posted departure times or when asked to do so by another employee may receive a violation notice and may be towed; parking privileges for such employees may be terminated.

- (g) Keys for all vehicles parked at Forrestal (except visitor lanes and early departure lanes) must be left with a DOE employee whose name and telephone number are on the displayed permit. When a stacked lane must be exited during normal working hours, the operator of the blocked vehicle must call the person identified on the parking permit of the blocking vehicle and ask him/her to move the vehicle. Operators of vehicles that must exit the garage for any reason should make a concentrated effort to notify the operator of the vehicle that has them blocked at least 15 minutes before their intended departure time. Once notified, the person must move the vehicle immediately (i.e., within 15 minutes). Employees who must leave their vehicle keys with personnel in their offices are responsible for having the vehicle moved immediately when requested.
- (h) Employees who intend to leave during the workday should park in lanes designated for such access and egress if available. If such parking is not available, a parking attendant should be asked to provide assistance.
- (i) Reserved parking spaces are limited to those specifically authorized by the Parking Management Office for Government vehicles, visitors, executive officials, and disabled individuals.
- (j) Vehicles should be parked in accordance with lane designations (e.g., small vehicles in small car lanes, vanpools in lanes assigned for vans, with all other medium and large vehicles in **other** lanes).
- (k) Motorcycles must park in designated motorcycle lanes.
- (l) All vehicles must come to a complete stop at crosswalks and all designated stop signs.
- (m) The speed limit on the ramps and in the garage is 5 mph.
- (n) Headlights should be on when entering and while in the garage.
- (o) Drivers may not stop in traffic lanes or on ramps to pick up or drop off passengers, park, wait, or stand in lanes or main garage traffic lanes. Drivers may not stop and wait for front spaces.
- (p) One-Day Temporary Parking Permits are available for Forrestal Federal employees. A fee of \$3.00 per day will be charged for each permit. An employee may purchase two permits per month. One-Day Temporary Parking Permit holders are subject to all policies, procedures, and regulations that are in effect for the operation of the Forrestal parking facility.

- (q) Drivers must yield right-of-way to **pedestrians** and to vehicles that are in the process of parking.
  - (r) Employees' vehicles must be locked. Personnel may not leave keys in vehicles unless they are specifically requested to do so by the parking attendant. Personal articles should not be left in vehicles. All windows must be closed.
  - (s) All DOE employees may park in the Forrestal parking facility after 5:00 p.m. on weekdays and all day on Saturdays, Sundays, and holidays. On weekdays, non-permitted vehicles must be removed by 6:30 a.m.
  - (t) Overnight parking for a DOE employee while on official travel is available, but not necessarily guaranteed. Prior permission must be granted by the Parking Management Office, and the vehicle must be parked in the rearmost space in the lane and keys left with personnel in the employee's office.
  - (u) If at any time the procedures outlined above are violated and a vehicle must be moved, the Parking Management Office may have the vehicle towed. The owner is responsible for all towing costs, reclamation fees, and damage to the vehicle.
- (4) Garage Entrances. Both entrances have 6'10" height restrictions, which limit entry.
- (a) Twelfth Street (12<sup>th</sup> Street) Entrance. The 12<sup>th</sup> Street ramp will open at 6:00 a.m. and remain open until 7:00 p.m. on weekdays. On weekends and holidays, the 12<sup>th</sup> Street ramp will be closed.
  - (b) Ninth Street (9<sup>th</sup> Street) Entrance. The 9<sup>th</sup> Street ramp will open each work day at 3:00 p.m. and close at 9:00 a.m. the following work day. On weekends and holidays, the 9<sup>th</sup> Street ramp will remain open 24 hours a day (opening Friday at 3:00 p.m. and remaining open until 9:00 a.m. Monday).
- (5) Reporting Damages.
- (a) If a driver accidentally strikes another vehicle in the parking facility, the driver must stop and check for any damage to either vehicle. If the other vehicle is damaged, the driver must notify the owner/driver immediately. The driver must also provide pertinent information about the accident to the security office and the parking attendant on duty. The parking attendant will notify the Federal Protective Service and Headquarters Security Office. In the event the parking office is closed at the time of the accident, or the discovery of the accident, these notifications should be accomplished at the first opportunity when the parking office is open for business.

- (b) Forms to claim damages caused by the contractor parking attendant employee should be filed with that contractor. The requisite forms may be obtained from the parking attendant.
  - (6) Liability. The Government is not responsible for any loss or damage to a vehicle or its contents while parked in a DOE parking facility, except to the extent that the Federal Tort Claims Act applies.
- f. Revocation/Termination of Parking Privileges. Parking privileges may be terminated for the total vanpool/carpool membership or unusual hours permit holders for any of the violations outlined below.
- (1) Failure to comply with the specified operating procedures outlined in this Order, or other oral or written parking instructions provided by the Parking Management Office, will result in a Notice of Violation. **The first parking violation is a warning. The second violation will result in a 1-month suspension of parking privileges. The third violation will result in a 6-month revocation, and the fourth violation will result in permanent termination of parking privileges. Each violation will be removed from the file after 12 months.**
  - (2) Any falsification or misrepresentation of the information furnished on a parking permit application will result in a 1-year revocation of parking privileges for the first violation and permanent termination upon a second violation. In addition, employees may be subject to disciplinary action for such falsification or evasion. Suspended employees cannot join other carpools/vanpools while they are suspended.
  - (3) Acts taken to circumvent the provisions of this Order or other established DOE and/or GSA parking directives and procedures will result in a 1-year revocation of parking privileges for the first violation and permanent termination upon the second violation.
  - (4) Reproduction of a parking permit will result in permanent termination of parking privileges.
  - (5) An employee whose parking permit is terminated in order to accommodate an application that provides for a carpool with a larger number of riders will receive 15 calendar days notice of such termination. During that period, the employee may acquire additional riders to justify continuation of the existing parking permit.
  - (6) Failure to maintain the required number of members for a vanpool/carpool will result in an immediate suspension of permit for 1 year.
  - (7) Failure to work unusual hours, as stated in the request for those hours, or failure to update hours will result in a 1-year suspension from the garage.



g. Appeals Process.

(1) Official Appeal. Should parking permit holders wish to appeal any action taken by the Parking Management Office, they must do so in writing to the Parking Committee within 15 days of the action. The permit holder must explain fully and clearly the basis for the appeal.

(2) Parking Committee Guidelines.

- (a) The Parking Committee must act independently in hearing, considering, and deciding for the Department in an impartial manner all matters regarding appeals.
- (b) The committee must meet as necessary, but at least once a month, to provide for the orderly, fair, and expeditious handling of all parking appeal matters. The decisions of all meetings must be recorded and retained in the official files.
- (c) Decisions of appeal rendered by the committee must be by majority vote and are the final decision.
- (d) To the extent possible, committee members may not vote on appeals involving immediate supervisors or direct subordinates.
- (e) The committee's final decision of record must include its consideration of the employee's appeal, if submitted, to the actions taken in relation to DOE's established policies and procedures. The appeal must address the appropriateness of the action taken by the parking attendants (i.e., issuance of the ticket), as well as the official comments or responses from all involved parties.
- (f) Within 15 days of receiving the appeal, the committee will provide its final decision to the employee in writing, along with all related materials for review. Copies of committee decisions will be distributed to the Parking Management Office for the official files.

h. Ridesharing. The Federal Government, in conjunction with the Metropolitan Washington Council of Governments, has established a computerized ridesharing matching system, known as the Ridefinders Network, to assist individuals in becoming ridesharers. Employees are encouraged to participate in the program through the Headquarters Employee Transportation Coordinator listed in the DOE Telephone Directory (Functional) under "Carpooling Information." The "Ridefinders Application" (HQ F 1400.2B) is available at the entrances of most DOE facilities in the Washington metropolitan area.

- i. Forms Availability. The forms referenced in this directive may be obtained from the Parking Management Office, room 1G-059, Forrestal Building, or may be accessed electronically on the Office of Administration Web site located at <http://www.administration.hr.doe.gov>, Office of Operations, Parking.
- j. Collective Bargaining. Sections of this Order pertaining to bargaining unit employees are subject to the collective bargaining agreement.

5. RESPONSIBILITIES.

- a. The Director of Management, Budget and Evaluation. Establishes and implements appropriate parking policies and procedures for DOE Headquarters facilities.
- b. The Parking Committee.
  - (1) Issues final decisions on unusual hours, vanpool/carpool applications/revocations, and appeals filed by employees whose permits are being revoked as a result of parking violations.
  - (2) Approves parking for carpools, vanpools, and employees with unusual hours.
- c. Management, Budget and Evaluation.
  - (1) Develops and promulgates policies, standards, and procedures for parking management.
  - (2) Ensures that policies and procedures comply with all applicable Federal statutes and GSA guidelines.
  - (3) Maintains necessary liaison with GSA on policy and procedural matters.
  - (4) Provides necessary staff and/or contractual services to effectively manage the DOE Headquarters parking facilities.
  - (5) Designates Employee Transportation Coordinators for Headquarters facilities.
  - (6) Performs periodic reviews to confirm effective implementation of the parking management program in accordance with the criteria of this Order.
  - (7) Promotes Federal ridesharing at DOE Headquarters.

6. REFERENCES.

- a. Title 41 CFR 101-20.104, "Parking Facilities," outlines procedures for the management, regulation, and policing of Federally owned or controlled parking facilities.
- b. Title 41 CFR 101-6.3, "Ridesharing," provides information and guidelines for the promotion of ridesharing by Federal executive agencies.
- c. Rehabilitation Act of 1973, Public Law 93-112, Section 504, (as revised).
- d. DOE 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, dated 7-15-94.. Policies and procedures contained in this Order will take precedence in governing access to parking facilities during periods of national emergency.

7. DEFINITIONS. The following definitions are to be used for HQ O 344.1X, PARKING.

- a. Carpool. A minimum of two DOE persons using a motor vehicle for transportation to and from work who ride together on a daily basis. Two of the regular carpool members must be DOE employees, one of whom is the carpool principal; the individuals **must work in the facility** for which they seek or have been authorized parking privileges. If one member of a two-member carpool is a contractor, the Federal employee must be the primary permit holder.
- b. Employee Transportation Coordinator. An individual at the Forrestal or Germantown facility designated to provide commuter ridesharing services to all employees at the facility and who serves as a point of contact for local and State ridesharing agencies, where they exist. Americans with Disabilities Act (ADA) standards are used by DOE.
- c. Employee With Disability. A Government employee who, as determined by a licensed physician with concurrence by the agency Medical Officer, has a severe, permanent disability that for all practical purposes precludes the use of public transportation, or an employee unable to operate a vehicle as a result of a permanent disability who is driven to his/her place of employment. Temporarily disabled employees will require certification by their physicians as well as the agency Medical Officer to qualify for an available temporary parking space. Employees with disabilities are encouraged to participate in ridesharing. American's with Disabilities Act (ADA) standards are used by DOE.

- d. Executive Official. A Government official with responsibilities that, in the judgment of the Secretary or his/her designee, require preferential parking privileges. Generally, these preferential parking privileges are restricted to employees of the Office of the Secretary, each Assistant Secretary, and their principal deputies. Executive officials are encouraged to sponsor and participate in ridesharing.
- e. Official Parking. Includes parking spaces reserved for Government-owned and -leased vehicles, including motor pool vehicles and vehicles assigned for general use. Where parking space is available, service vehicles of commercial firms that provide a service to the Department may also be accommodated.
- f. Parking Space. The area allocated in the parking facility for temporary use of passenger-carrying motor vehicles.
- g. Parking Committee. The group that approves unusual hours and carpool requests and is made up of the designated head of parking and the union president or designee. The Parking Committee, at its discretion, may waive or sustain appeals concerning tickets or revocation of parking permits.
- h. Regular Carpool/Vanpool Member. A person who travels daily (leave excepted) in a carpool or vanpool. A student or a child who rides to work with a parent(s) will not be considered a regular member. In granting the permit, the Parking Committee must consider the number of carpool members, the distance traveled, the route taken, etc.
- i. Ridematching. Any manual or automated system that gathers and processes commuter information to identify potential ridesharing arrangements among interested individuals.
- j. Ridesharing. The sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation including, but not limited to, carpools, vanpools, buspools, and mass transit.
- k. One-Day Temporary Parking Permits. One-Day Temporary Parking Permits are available for Forrestal Federal employees. A fee of \$3.00 per day will be charged for each permit, and employees may purchase two permits per month. One-Day Temporary Parking Permit holders are subject to all policies, procedures, and regulations in effect for operation of the Forrestal parking facility.
- l. Shift Workers. Employees whose scheduled duty hours are established as a shift starting or ending outside the Department's normal working hours, including "swing" or "midnight" shifts. Excluded from these criteria are employees on overtime or alternative work schedules.

- m. Stacked Parking. Stacked parking describes the procedure for parking vehicles in both the four car lanes and the two-car lanes. Four-cars lanes: Cars are “stacked” four deep with the first arriving car parking at the back of the lane and each car thereafter parking in front, until four cars are parked in the lane. Two-car-lanes: Cars are “stacked” two deep with the first arriving car parking at the back of the lane and the next car parking in the front.
  - n. Two-Wheeled Vehicles. Motorcycles and bicycles. These vehicles may not be transported on elevators or stairways, or parked in offices. These vehicles must be parked in designated lanes or areas.
  - o. Unusual Hours. Work hours that are frequently required to be varied and do not coincide with any regular work schedule. These unusual hours must be worked 50 to 75 percent of the time. This category includes employees who regularly or frequently work significantly more than 8 hours per day (9 hours per day if on AWS). Unusual hours do not include shift workers or those granted exceptions to the normal work schedule (e.g., alternate work schedules). An AWS schedule is not considered unusual hours.
  - p. Vanpool. A group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers for transportation to and from the workplace in a single daily round trip. The vanpool principal must be a DOE employee who works in the facility for which they seek or have been authorized parking privileges. Only legitimate vanpools will be authorized to park in the designated vanpool lanes.
  - q. Visitor Parking. Parking reserved for the exclusive use of DOE visitors for a limited period (not to exceed 2 hours). In unusual circumstances, the Parking Management Office may approve visitor parking in excess of 2 hours. DOE employees are not permitted to park in visitor parking.
8. CONTACT. For additional information, contact the Parking Management Office at (202) 586-4271.

BY ORDER OF THE SECRETARY OF ENERGY:



FRANCIS S. BLAKE  
Deputy Secretary